

**Dean for Academic Affairs Office
Faculty Conference Travel completed in the 2010-2011 Academic Year*
Request for Reimbursement**

Name _____ Department _____ Phone ext. _____

Destination (city, state) _____ Date(s) of travel _____

Meeting attended _____

Participation _____

[If you are requesting 100% reimbursement, please indicate the nature of your participation in the meeting (e.g., gave a paper, served as discussant or panelist, attended as an association officer)]

Expenses

Please indicate *all* expenses associated with this trip. Attach itemized receipts, including, when applicable, the receipt from airline tickets. *Any individual expense totaling \$50 or more will not be reimbursed without an itemized receipt.* Foreign per diem only for meals and lodging, no domestic per diem accepted.

Type of expense	Amount	<i>Dean's office use only</i>	
Airfare		1-6010	
Ground transportation (rail/bus/metro/taxi/auto rental/etc.)		1-6020	
Mileage (no of miles ___ @ \$.50/mile)		1-6025	
Lodging		1-6015	
Meals		1-6030	
Registration fees		1-6525	
Other (parking/tolls):		1-6040	
Internet fees		1-6350	
Total	\$ -		\$ -
Percent of total eligible to be reimbursed (write 100 or 80 here)			
Total reimbursement	\$ -		
Less: Amount direct-billed to College			
Less: Amount of travel advance			
Total reimbursement requested	\$ -		
Exchange rate used			

Signature of traveler _____ Date _____

Dean's office approval _____ Date _____

Project number: _____